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**From:** LaPoma, Jennifer [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CBC6070A1891487D8F80A229B98AFFB2-LAPOMA, JENNIFER]  
**Sent:** 1/3/2018 6:57:32 PM  
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**CC:** Salkie, Diane [salkie.diane@epa.gov]  
**Subject:** LPRSA - Memos for CSTAG

I wanted to clarify a couple of things related to the items being delivered to CSTAG discussed on our call today.

The previously provided CSTAG procedures document discusses 1) a list of six items that should be provided to CSTAG (on page 2/11 of the pdf) and 2) a Consideration Memo (that addresses the 11 risk management principles).

**For item 1**

I consider this to be a Summary Overview Memo. I intend to provide such a memorandum which details the responses to these six items to CSTAG on February 14<sup>th</sup>. This is what you'll be getting to me on January 18<sup>th</sup>. The CSTAG members will have this Summary Overview Memo information and I expect more details to be provided (such as specifics to sampling events) in this packet. I do not intend on providing the presentations slides to CSTAG in advance of the meeting as well.

**For item 2**

I am working on the Consideration Memo and will provide an update on when I expect to have the draft to CDM and HDR on our next weekly call. This is the 11 risk management principles.

**Additional Item**

There will be a powerpoint presentation on day one (Wed., 2/28) that needs to be prepared on the CSM, HHRA, BERA, and 11 principles. We will have a little over two hours to cover these topics. My current thinking is that in the 9:30-10:30 slot we would cover CSM, HHRA and BERA. The HHRA would be about 5 minutes (~5 slides) and the BERA about 10 minutes given its status. Can Kristen and Dan start working on those slides. The 10:45 to noon time slot would be for 11 principles.

You'll be working on a CSM presentation for Diane on the 22<sup>nd</sup>. I don't see why we can't use that as the draft for the CSTAG CSM presentation. The 11 principles presentation will need to be discussed after I circulate the draft Consideration Memo next week.

My apologies for the confusion over the naming of the memos on our call earlier today - Let me know if you have any questions or would like to discuss further.

Thanks,  
Jen